

Attachment A
CITY OF WEISER
COMMUNITY-SCALE SOLAR FARM FEASIBILITY STUDY
SCOPE OF WORK

PROJECT DESCRIPTION

The **City of Weiser** (“Owner”) has contracted with **Keller Associates, Inc.** (“Consultant”) to complete a feasibility study for a proposed 5 megawatt (MW) community-scale solar photovoltaic (PV) farm. The Consultant’s scope of work has been developed based on the following project description. As the project progresses, some information may be refined and new data obtained, possibly requiring revisions to this scope of work.

The City of Weiser owns and operates its municipal electric utility, serving approximately 3,300 customers, including residential, commercial, and industrial accounts. Currently, the City purchases 100% of its power through wholesale contracts and has no generation assets. The proposed 5 MW solar farm is envisioned as a City-owned and operated facility, designed to diversify the City’s energy portfolio, reduce reliance on external energy purchases, and provide long-term cost and sustainability benefits to the community.

This scope of work focuses solely on the feasibility study phase of the project. Future anticipated phases may include detailed design and engineering, permitting, procurement, construction, and operation and maintenance planning.

Consultant’s services are limited to those services outlined in the following scope of work.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT

Consultant Responsibilities

- 1.1. Provide general project administration services including contract administration, project accounting, monthly progress reports, scheduling, and internal project administration.
- 1.2. Prepare for and attend a project kickoff meeting with the Owner. The purpose of this meeting will be to establish communication channels, review the overall project schedule including major milestones and meetings, review objectives of the study, discuss available data and published materials that will be made available by the Owner, and review process for deliverables including process for Owner review and approval.

Owner Responsibilities

- Provide meeting space or facilitate virtual access for meetings.
- Provide timely responses to data requests and review deliverables.

Assumptions

- The planning schedule is expected to be 9 months.
- All meetings may be held virtually unless otherwise agreed upon.

Deliverables

- Monthly progress reports.
- Project meeting agendas and minutes.

TASK 2: DATA ACQUISITION AND SITE EVALUATION

Consultant Responsibilities

- 2.1. A request for information will be prepared by the Consultant describing the information needed including, but not limited to, the following items:
 - a. Utility service area boundaries and electric load data (daily, seasonal, annual)
 - b. Existing distribution system maps and substation locations
 - c. Historical wholesale energy purchase agreements and rates
 - d. GIS base mapping (parcel, zoning, topography, land use, etc.)
 - e. Relevant comprehensive or energy-related plans
- 2.2. Conduct a site reconnaissance visit to evaluate up to three potential sites for solar development based on solar resource, proximity to infrastructure, environmental considerations, and land availability.

Owner Responsibilities

- Provide requested utility and land use data within two weeks of request.
- Coordinate site access and staff support for field reconnaissance.

Assumptions

- Site visits will be limited to visual observations; no subsurface or invasive testing is included.

Deliverables

- Requests for Information
- Site evaluation matrix with narrative and GIS-based figures

TASK 3: TECHNICAL AND PLANNING CRITERIA

Consultant Responsibilities

- 3.1. Document existing and future power consumption within the service boundary using load forecasts provided by the Owner or Bonneville Power Administration. Work with the Owner to identify new developments which may impact the future load forecasts and update the values with Bonneville Power Administration.
- 3.2. Develop planning criteria to use as basis for existing and future evaluation. May include, but not limited to, electrical consumption per connection, system capacity goals, targeted solar output, and operations and maintenance goals.
- 3.3. Review solar resource data and estimate annual energy output for a 5 MW fixed-tilt and single-axis tracking PV system.
- 3.4. Develop preliminary layout concepts for candidate sites, including system sizing, module arrangement, and tie-in location for up to two locations.
- 3.5. Identify preliminary grid interconnection requirements and constraints.
- 3.6. Perform a fatal-flaw screening including:
 - a. Zoning and land use compatibility
 - b. Floodplain, wetland, and environmental constraints
 - c. Ownership and parcel consolidation issues

Owner Responsibilities

- Provide most recent load forecast and provide input on future developments anticipated.

- Provide input and approval of growth projections and planning criteria.
- Review and comment on draft documents in a timely manner.

Assumptions

- Interconnection modeling is limited to desktop analysis; formal utility interconnection applications are excluded from this scope.

Deliverables

- Preliminary layout concepts
- Energy production estimates
- Fatal-flaw screening results

TASK 4: ECONOMIC AND FINANCIAL ANALYSIS

Consultant Responsibilities

- 4.1. Develop planning-level (American Association for Cost Estimating (AACE), Class 5) capital cost estimates for up to three alternatives, one of which will include a “no-action” alternative to document anticipated costs if no solar infrastructure is installed.
- 4.2. Estimate annual operating and maintenance (O&M) costs for up to three alternatives.
- 4.3. Estimate life-cycle costs for a 25-year life including capital costs, O&M costs, and potential savings for up to three alternatives. Owner shall provide input on additional costs and considerations regarding Bonneville Power Administration and Idaho Power requirements.
- 4.4. Identify available state and federal incentives, grants, and funding mechanisms (e.g., Investment Tax Credit, Inflation Reduction Act provisions).
- 4.5. Summarize findings in a decision-support matrix to assist the Owner in selecting a preferred path forward.
- 4.6. Review and summarize historical electrical utility revenue and expenditures from annual reports for the last five years furnished by the owner.
- 4.7. With input from the owner, inventory and summarize revenue and expenditures into operation, maintenance, debt services, replacement, and capital infrastructure (new solar equipment). Compare revenues and expenditures to estimate change in utility rates associated with a new solar farm.
- 4.8. Include recommendations on project viability, preferred site(s), and next steps including design, permitting, and procurement.

Owner Responsibilities

- Coordinate with Bonneville Power Administration and Idaho Power to document additional requirements, costs, and considerations associated with each of the alternatives.
- Provide insight into internal funding sources and bonding capacity.
- Assist with identifying financing constraints or opportunities.
- Provide last five years of financial records including expenditures, revenue, and debt. Distinguish between fixed, operating, replacement, and capital infrastructure expenditures.

Assumptions

- This financial analysis is preliminary in nature and does not include formal grant writing.

Deliverables

- Cost and revenue estimates
- Financial feasibility report
- Funding and incentives summary

TASK 5: PUBLIC AND STAKEHOLDER ENGAGEMENT

Consultant Responsibilities

- 5.1 Assist Owner in preparing outreach materials for public and stakeholder engagement.
- 5.2 Attend one public information meeting to present project objectives and findings.

Owner Responsibilities

- Schedule, advertise, and facilitate the public meeting.

Deliverables

- Public presentation slide deck
- Summary of stakeholder input

TASK 6: FINAL REPORT AND RECOMMENDATIONS

Consultant Responsibilities

- 6.1. Prepare a draft feasibility study report for Owner review.
- 6.2. Incorporate Owner comments and prepare a final feasibility study report.

Owner Responsibilities

- Review and provide consolidated comments on the draft report.

Deliverables

- Draft and final report (PDF and one hard copy)
- Capital and O&M cost estimates

ADDITIONAL/FUTURE SERVICES (not included in scope of work)

- Electrical programming
- Surveying or geotechnical investigation
- Final design documents or construction phase support
- Environmental permitting or public outreach
- Grant or funding application support
- Staffing, operations and maintenance evaluation and recommendations beyond what is listed in the scope of work

SCHEDULE

Consultant intends to provide a draft master plan document for Owner review within 9 months of receiving the requested information from the Owner. The schedule assumes that requested information is provided by the Owner within the timeframes indicated in the scope of work, and that Owner reviews are generally completed within one week.

COMPENSATION

As compensation for services to be performed by Consultant, the Owner will pay Consultant as described in the following table.

Task	Type	Amount
Task 1 – Project Management	LS	\$12,020
Task 2 – Data Acquisition & Facility Tours	LS	\$6,240
Task 3 – Planning Criteria and Technical Analysis	LS	\$77,630
Task 4 – Economic and Financial Analysis	LS	\$38,480
Task 5 – Public and Stakeholder Engagement	LS	\$5,370
Task 6 – Final Report and Recommendations	LS	\$8,120
TOTAL COST		\$147,860

LS = Lump Sum T&M = Time and Materials